Student Legal Name Entry

AUGUST 3, 2010
BEST PRACTICES TRAINING

Agenda

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Student Legal Name Entry

Overview Information

- Data quality is vital to running an efficient organization, and is a top priority for the Wyoming Department of Education (WDE). It is critical that each student be accurately and authentically identified. The eligibility for school services, assessment scores, and funding are determined by data submitted by school district personnel. Decisions affecting student learning are made based on the accuracy of the data.

Authority

- Pursuant to WS § 21-2-203, the Wyoming Department of Education will require full legal names on student level data collections and within the Student Registration System, beginning in the 2010-2011 school year.

Questions?

State Registration System (SRS)

- The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal.

- The Wyoming Department of Education (WDE) is responsible for maintaining the SRS and providing technical assistance.

State Registration System (SRS)

- The system's purpose is not to track student movement across the state.

- This application is inaccessible to the general public; it is to be used by school district personnel.

WISER ID

- Every K-12 student in Wyoming is required to have a WISER ID.

- Those students who do not attend a public school but choose to participate in the Wyoming state assessment, Proficiency Assessment for Wyoming Students (PAWS) must also have a WISER ID.

- The WISER ID is considered a confidential record and should be handled as such.

WISER ID

- Each public school district is responsible for assigning or acquiring WISER IDs for each of their students.

- Each district is also responsible for storing and maintaining the WISER IDs within their Student Information Systems.

Student Last Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

- No spaces should exist between prefixed or hyphenated last names (e.g. MacArthur, O'Connor, Smith-Jones). Punctuation shall be included in all segments of the name.

Student Last Name

- Unless otherwise noted by the documents, the abbreviation "St." in the last name should always be followed by a period and a space, as in the following example:
  - St. Michael
- Do not omit the space, as in "St.Michael".

Student Last Name

- Last name prefixes such as De, La, O, Van and Al, and lower case prefixes such as el, al, ibn, and ha, should be entered as part of the last name.
  - Example: el-Erian

Student Last Name

- In case a person has two or more last names, use a space or hyphen in between them, exactly as it appears on the legal documents.
  - Example: Smith-Jones

Student First Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".
- The full first name must be used. Please do not enter an initial.

Student First Name

- Full first names must be used.
  - Example: "William" not "Will" or "Billy"
- In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents.
  - Example: Anne-Marie

Student Middle Name

- Please use the student's legal middle name as it appears on their legal documents.

- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

- Middle Name can contain an initial. Enter a period after an initial.

- **This element is optional on the State Registration System and WDE data collections, but highly recommended.**

Student Name Suffix

- This is a generation indicator such as "Jr" or "III".
- The only allowable characters are letters and periods.
- **This element is optional, but highly recommended if known.**

Nicknames

- Nicknames are not to be used in the Student Registration System or on any WDE data collections.
- Nicknames are not to be entered in the Middle Name field.

Questions?

Proof of Full Legal Name

- All student names within the State Registration System and WDE data collections are required to be entered as they appear on Birth Date and/or Legal Presence documents.

- The WDE does not collect or store these documents. It is the responsibility of the school district to accurately enter the data into the State Registration System.

Proof of Full Legal Name

- United States Birth Certificate (certified copy from state or local vital statistics office)
- Identification card issued by the governing body of a United States Bureau of Indian Affairs Recognized Tribe in the United States of America.
- USCIS American Indian Card
- Birth Certificate or passport issued from a US Territory
- US Passport
- Certificate of Naturalization or Citizenship
- Permanent Resident Card (Green Card)
- A U.S. city, county or state court-issued adoption decree

Questions?

FERPA Compliance

- The WDE adheres to all portions of the Family Education Rights and Privacy Act (FERPA) to protect the privacy of student education records. Details can be found here:
  - 20 U.S.C. §1232g; 34 CFR Part 99
  - http://www2.ed.gov/policy/gen/reg/ferpa/index.html

Questions?

- WHAT IF A STUDENT DOES NOT HAVE ANY OF THE LEGAL DOCUMENTS ON THE LIST?
  - Other documents may be acceptable.
  - Contact Leslie Zimmerschied– 307-777-8751 or lzimme@educ.state.wy.us to discuss.

Questions?

Upcoming Events

- WDE602 District Staff Member Data Collection Training (WEN Video)
  - September 9, 2:00pm – 4:00pm
- WDE684 Teacher Course Student Data Collection Training (WEN Video)
  - September 23, 2:00pm – 4:00pm
  - October 12, 10:00am – 12:00pm

Contact Information

- Data Quality questions:
  - Leslie Zimmerschied
    - 307-777-8751
    - lzimme@educ.state.wy.us
- State Registration System questions:
  - Drew Dilly
    - 307-777-3656
    - ddilly@educ.state.wy.us

Thank you for attending!